

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Dear [Customer Name],

Subject: Past Due Notification for Utility Bill

We are writing to inform you that, as of [Due Date], your utility bill for the account number [Account Number] remains unpaid. The total amount due is [Amount Due].

Please be aware that failing to settle this balance may result in additional fees or service interruption. We encourage you to make payment by [Final Payment Date] to avoid any further actions.

Payment can be made via [Payment Methods]. If you have already submitted your payment, please disregard this notice.

If you have any questions or need assistance, feel free to contact our customer service team at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]